



This Box For Office Use Only

Designation of Registered Agent

See attached instructions

☐ Filing Fee - FREE

☐ Filing Fee with Expedited Service - \$50.00

UBI Number:

NAME OF ENTITY: *(as currently recorded with the Office of the Secretary of State)*

COMPLETE ITEM 1, 2, OR 3

1. Are you using a Commercial Registered Agent (as defined in RCW 23.95.105(3))?

Yes: ☐ If yes, complete this section and then proceed to Consent of Registered Agent below.

No: ☐ If no, skip to item 2 below.

Name of Commercial Registered Agent: _____

2. Are you using a Noncommercial Registered Agent (as defined in RCW 23.95.105(21))?

Yes: ☐ If yes, complete this section and then proceed to Consent of Registered Agent below.

No: ☐ If no, skip to item 3 below.

Name of Noncommercial Registered Agent: _____

Physical Address in WA: _____

Alternate Mailing Address in WA: _____

3. Are you using an Office or Position in the entity to serve as agent (as defined in RCW 23.95.105(21)(b))?

Yes: ☐ If yes, complete this section and then proceed to Consent of Registered Agent below.

Office or Position service as Agent: _____

Physical Address in WA: _____

Alternate Mailing Address in WA: _____

CONSENT SIGNATURE REQUIRED IN ADDITION TO COMPLETING ITEM 1, 2, or 3 ABOVE (RCW 23.95.415(2))

I hereby consent to serve as Registered Agent in the State of Washington for the above named entity. I understand it will be my responsibility to accept service of process, notices, and demands on behalf of the entity; to forward mail to the entity; and to immediately notify the Office of the Secretary of State if I resign or change the Registered Office Address.

X _____
Signature of Registered Agent **Printed Name** **Date** **Phone**

INSTRUCTIONS – DESIGNATION OF REGISTERED AGENT

USE DARK INK ONLY. For an electronic, fillable version of this form, please visit our website at www.sos.wa.gov/corps

UBI NUMBER: Please enter your existing Unified Business Identifier (UBI Number) as currently recorded with the Office of the Secretary of State, in the box in the upper right hand corner.

NAME OF ENTITY: Indicate the entity name as it is currently recorded with the Office of the Secretary of State.

Item 1:

If using a Commercial Registered Agent (as recorded with the Office of Secretary of State) provide the name of the Commercial Agent and complete the Consent at the bottom of the page.

Item 2:

If using a Noncommercial Agent (a person or business) not registered as a Commercial Registered Agent, complete this item with the name, the required physical address in Washington, an (optional) alternate mailing address in Washington, and complete the Consent at the bottom of the page.

Item 3:

If the registered agent is going to be a position within the entity such as President, Secretary, or Member then complete this item with the name of the position or office, the required physical address in Washington, an (optional) alternate mailing address in Washington, and complete the Consent at the bottom of the page.

CONSENT OF REGISTERED AGENT:

A registered agent shall not be appointed without having given prior consent in a record to the appointment. This would be the individual agent or an authorized person representing the entity or office to serve as agent.

FEES: There is no filing fee for the Designation of Agent. If expedited service is requested then include an additional \$50.00 and write "EXPEDITE" on the outside of the envelope. Make the checks or money orders payable to "Secretary of State". ***(ALL fees are non-refundable and all documents are public record)***

Mail completed forms and payment to:

In Person:
Secretary of State
Corporations Division
801 Capitol Way S
Olympia, WA 98501-1226

By Mail:
Secretary of State
Corporations Division
PO BOX 40234
Olympia, WA 98504-0234

If you have questions, need assistance, or would like to provide feedback please visit the Corporations Division website at www.sos.wa.gov/corps, call 360-725-0377 or email corps@sos.wa.gov.